

March 2008

TOWN OF HERNDON



Department of Community Development, P. O. Box 427, Herndon, Virginia 20172-0427

ADMINISTRATIVE SIGN APPROVAL

SIGN PERMIT UNDER A MASTER SIGN PLAN

The undersigned hereby applies for a Sign Permit Under a Master Sign Plan under the provisions of § 78-202.7 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood.

Submittal of this form with original signatures is **required**. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

Subject Property Information

Address of Subject Property: _____

Name of Business Establishment Associated
with this Application: _____

Building/Development Name: _____

Type of Use (please specify whether
commercial, industrial, office, or other): _____

Tenant or Establishment Frontage: _____

Sign Message Content: _____

Length and Width of Sign (Square footage not to
exceed ratio of one square foot per linear foot of frontage.): _____

Construction Materials of Sign: _____

Applicant Information

Name and Title: _____

Company Name: _____

Mailing Address: _____

Telephone Number(s): _____

Fax Number: _____

E-mail Address: _____

Applicant Signature:
(Original Signature Required - No faxes or stamps): _____

ADMINISTRATIVE SIGN APPROVAL - SIGN PERMIT UNDER A MASTER SIGN PLAN - continued

Property Owner Information

Name and Title: _____

Company Name: _____

Mailing Address: _____

Telephone Number(s): _____

Fax Number: _____

E-mail Address: _____

Signature of Property Owner: _____
(Original Signature Required - No faxes or stamps): _____

APPLICATION REQUIREMENTS

Item

- 1** One (1) completed application form with all required signatures.
- 2** One (1) scaled drawing of the proposed sign. The drawing must indicate the following items: (a) all message content to include text, logos and graphics, (b) accurate colors, (c) construction details of sign, (d) dimensions, (e) type of illumination and (f) location of the sign placement. See User's Guide to the Herndon Zoning Ordinance #3. Signs for a description of the method used for calculating sign area.
- 3** Photographs of the existing elevation on which the sign will be installed.

For Community Development Office Use Only:

Application Received by:		Date:	
Case No:		Zoning District:	
Tax Map Reference Number:			
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent			
Action:		Date:	
Signature of Zoning Administrator:			
Notes: _____			

